

DIVISION 0 – INFORMATION REQUEST

Project Manager and Design Professional to provide this info to person preparing front end spec

Official project name & number:

Brief project description:

Consultant Firm?

Name of Architect/Engineer & email address?

Date documents will be ready for release:

Date, Time, and Location for Prebid:

Pre-Bid Parking suggestions:

Individuals to invite to Pre-Bid and Bid Opening:

Bid due date:

Critical milestones:

	DAYS	DATE	SPECIFICATIONS
Receipt of Bids	-		Instructions to Bidders – Article 1
Projected Notice of Award	-		Instructions to Bidders – Article 11
Submittal of Proposed Subcontractor List	2		General Conditions – Article 5
Submittal Schedule			
Construction Start Date			
Testing & Balance			
O & M Manuals			Division 1
Commissioning			Division 1
Building Flush Out			Division 1
Substantial Completion			General Conditions – Article 9
Complete Punchlist			Division 1
Occupancy			Division 1
Final Completion			General Conditions – Article 9

Estimated construction cost: \$

Environmental surveys? Any hazardous materials? Owner and constructor to comply

Name of department contact for hazardous materials (building occupant):

How many sets provided? (10 for small jobs, 20 for large jobs):

Cost for extra construction sets:

Alternates:

Unit prices:

Allowances:

Will there be liquidated damages? How much @ substantial @final

If using liquidated damages include consequential damages clause. We need to specify which consequential damages are not waived. Also insert damages in Agreement 2a LD for substantial 2b LD for final completion and 2c consequential damages

Do we want to offer an incentive for early completion (user would need to fund the program)

Any federal funds or grants that require special conditions? What are they?

Obtain prevailing wage rates if needed.

Any work by Owner or materials supplied by Owner:

Any salvage:

Who will distribute plan sets?

Who will receive sets (i.e., Facilities Management, Housing & Dining, IT, Client)?

Does Siemens need to receive a set?

Builders risk by UNI. Constructor responsible for \$25,000 deductible.

Who did geotech?

Who did Survey?

Worksafe required if over \$1,500,000